

K12 SWP R9 Project Work Plan TEMPLATE

The Work Plan template is offered as a planning tool from which information can be copied and entered into NOVA. Your final work plan will be entered directly into the NOVA platform.

As stated in the RFA, applicants are asked to use the project Work Plan to describe the activities and strategies that will be implemented to address the problems identified in the Problem Statement and achieve the Project Objectives, and to demonstrate how those activities and strategies align to the included budget. The K12 SWP Proposed Project Work Plan is worth 45 total points.

First, identify which K14 Pathway Quality Strategies will be the focus of the grant project (i.e., Curriculum and Instruction, College and Career Exploration, Postsecondary Transition, Work-Based Learning). It is acceptable for the proposed work to focus on only one strategy. Applicants may select up to four strategies and respond to the questions below in one combined narrative. The Work Plans components will:

- Describe the work to be completed (Item 1)
- Identify and describe the roles and responsibilities of all partners (Item 2)
- Identify the total number of students (unduplicated headcount) and/or teachers to be served (Item 3)
- Describe the student support services that will help more students get into and complete high-skill, high-wage CTE opportunities (Item 4)
- Describe how this project will continue after the grant period ends (Item 5)

Responses must clearly address each selected strategy.

Important Reminders:

- The Work Plan should clearly support the Problem Statement, the Project Objectives, and align with the project budget.
- Proposed grant projects that include middle school must select Curriculum & Instruction and/or College & Career Exploration.

1. Describe work and project activities to be funded by K12 SWP related to the strategy(ies) selected. Explain how each activity helps achieve the project objectives. Clearly describe what the lead LEA and any partner K12 LEA will do and how they will work together. The response should show a clear connection between the activities, the Problem Statement, the Project Objectives, and the proposed budget.

2. Describe the roles and responsibilities of each project partner in relation to the activities described in Question 1. Clearly explain what each community college, employer, industry partner, and other external partner will contribute to the project. Partner roles should support and align with the Lead LEA and K-12 Partner Agencies’ activities already described and demonstrate how collaboration strengthens implementation of the selected strategy or strategies. Do not include internal LEA staff (such as counselors, teachers, or data technicians) as partners in this section. All LEA activities must be described in Question 1.

3. Identify the total number of students (unduplicated headcount) and/or teachers to be served by this project per academic year and outline the specific services they will receive.

4. Identify and briefly describe the specific student support activities and target approaches that will close identified equity gaps, increase access to and completion of high-skill, high-wage CTE pathways. Include how these efforts will address the needs of unduplicated students, Special Populations, and students from underrepresented racial and gender groups. Consider services and approaches that are meant to improve access, success and completion of aligned CTE pathway(s), early college credit and transitions to postsecondary education.

5. Explain how this project will continue after the grant period ends. Include key activities, services, and resources that will be implemented/leveraged so the project is sustained over time.